

LSRPA Board of Trustees
Dial In 605-468-8004 Code 535628#

March 19, 2020

8:30-10 am

Participants: S. Drew, S. Boyle, B. Hose, A. Robins, J. Scagnelli, D. Warner, M. Pietrucha, R. Hollender, M. Lindhardt, B. Alter, J. Postorino, K. Haduch, B. Gray, D. Morris

	Discussion	Action Items
PRESIDENT'S REPORT	COVID-19 - staff has performed admirably during the fast-changing situation with communications with other groups and alot of unanticipated occurrences. Thanked everyone.	
	Contacted by LSRPs facing June licensing renewal timeframe, who have an obligation to submit their applications in April. Applications include CEC credits. A number of courses cancelled which puts members short on credits.	Send letter to the Board asking for relief for LSRPs during licensing renewal cycle.
	Public Outreach added in anticipation of meeting with Riche Outlaw, Environmental Justice Coordinator from DEP. Meeting was cancelled.	
EXECUTIVE DIRECT/ASSISTANT EXECUTIVE DIRECTOR	CoronaVirus Update: Cancelled and reschedule March and April breakfast courses with no decision on May breakfast course.	
	Environmental Justice meeting on 3/18 is now a call.	
	April Steering Committee meeting is now a conference call rather than in-person meeting.	

	Cancelled events include NJ Conservation Rally for 3/20,CCNY event with BCONE and NYCBP scheduled for 4 /15 with October 17 a possibility; CT event on April 30. Decide fate of 4/23 Due Diligence Course and networking event on 3/26. May hold larger course in the fall. Decision not yet made on May breakfasat.	
	Summary of March 6th Executive Breakfast meeting.	Update regarding breakfast meeting was requested during previous BOT call and will be added as permanent agenda item to BOT agenda.
	BCONE hosting June SRAG meeting.Spoke with R. Shoyer, who is in favor of LSRPs being on panel.	Contact S.Boyle if interested. N. DeRose is willing to participate.
	Request from business community on extensions for regulatory permits. M. Pedersen wants input by the Association. Concern that the business community is jumping on subject now without knowing whether extension is needed. Concerned that work may not be completed due to insufficient service personnel.	Input needed on both short and long-term projects and not only financial impact. LSRPA should collect information on what is occurring in the field to determine whether extensions are needed.
	Request from business community on extensions for regulatory permits and six month extension on SR deadlines. M. Pedersen wants input by the Association. Concern that the business community is jumping on subject now without knowing whether extension is needed. Concerned that work may not be completed due to insufficient labs, drillers, and other available services.	Assistant Commissioner Pedersen requested input on both short and long-term impacts, not just financial impact.
	Not enough data on how Coronavirus will impact our work and whether an extension of 3, 6 month or longer extension is needed.	Send S Boyle examples of cases where the Coronavirus has impacted clients' work and may need an extension. Assist in drafting a response for Assistant Commissioner Pedersen to respond to Governor's Office regarding extensions.
	Assistant Commissioner Pedersen may be considering a blanket extension, rather than making a decision on each site.	Use the existing rule and make decisions on a site-by-site basis.

	Get an idea what current impact of Coronavirus is to membership, which could change daily and determine timeframe extensions. Advise Assistant Commissioner Pedersen that membership will be surveyed and he will be provided with survey results.	Suggest eblast and survey to membership for their feedback, evaluate responses then prepare draft letter to Assistant Commissioner Pedersen summarizing information received from membership and send to BOT for review. D. Morris will draft response message to membership advising that membership will be surveyed regarding the current situation and send to S. Boyle and B. Hose for review. Involve Communications Committee in drafting the survey to membership.
		If membership has issues regarding extensions they should be documented.
	Internal ethics process: comfortable with procedure? Two calls received raising issues, referred to VP - Internal Affairs, and message documenting discussion prepared and kept on file.	Calls referred to Vice President of Internal Affairs to be aware of the calls, discussion documented and kept on file.
TREASURER'S REPORT	Account balances: ~\$451K in the Association account and ~\$6,000 in Foundation account.	
SECRETARY'S REPORT	Minutes from February 27, 2020 Steering Committee were circulated.	Motion made, seconded and voted upon unanimously to accept the minutes from the February 27, 2020 meeting.
NJSRC COMMITTEE	Final numbers for NJSRC were distributed. Revenue was approximately \$230K, expenses \$139K and profit of \$91,210, higher than last year's NJSRC.	
	Elected disbursement from Association to Foundation is 10 percent of the net income from seminars. Disbursement would be \$8053. Motion made for a month's delay because of the CoVid. Foundation has a process to solicit proposals from other groups.	Based upon President's recommendation to initiate the transfer now so awards can be made, a motion was made, seconded and passed to move the disbursement from the Association to the Foundation.

	Impact of finances on the Association: Average monthly income is \$42K, expenses approx \$20K or less. Events will be cut back, impacting income and expenses. Need to double book to recoup losses before the end of the year. Suggested webinars and consider our sponsors, which is a major source of revenue. How can sponsors be helped?	A slowdown of one to three months can be tolerated and cut back on nonessential. Need to identify ways to help sponsors, with blurbs and advertising.
RISK MANAGEMENT/REGULATORY UPDATE	Latest SRLB Meeting: Three Rutgers courses approved; three complaints ranging in fines of \$250-\$2000. Seventy applicants approved for LSRP exam, which was moved from April to June.	
	Meeting with Rules Committee delayed.	
	No volunteers to attend Licensing Board meetings.	
NOMINATING COMMITTEE	Update on preparation of a guidance matrix for submitting nominations to the Board.	Want to complete the process before July Call for Nominees. Will have a draft to the Board to approval and an eblast for submitting nominees.
	Looking for new candidates to work on committees. Discussed current process where members contact us and request to volunteer on a certain committee. Information is sent to the Committee Chair.	Change process to eblast to members instructing them to respond to Committee Chair? Or, send letter of interest to designated individual and a suggested match made. Possibly if requested committee has no opening, individual can be matched with another committee.
CONTINUING EDUCATION COMMITTEE	Request for BOT to approve appointment of Mike Poland to Committee Co-chair.	Motion made, seconded, voted up and approved. Another Co-chair needed.
	Should consideration be given to a virtual format if shutdown continue into the summer/fall?	
	Five CLE courses approved on 3/9/20 by the New Jersey Board of Continuing Legal Education.	
	Status of LSRPA educational programs/breakfasts throughout the year.	If there are pre-approved credits or course, then move from in-person to webinar. Reapproval is needed.
MEMBERSHIP COMMITTEE	Trenton Thunder game scheduled for August 4th. Save the Date announcement being prepared.	

	Five organizations want to join and three corporate sponsors obtained.	
	Preparing survey on who wants to serve on Membership, Aspiring Professionals Committee or both.	
COLLEGE OUTREACH COMMITTEE	College visits suspended.	
	Proposed poster competition at upcoming conference. Posters received by university will be assessed by professional. Conference attendees would vote on posters, which would be categorized into three groups.	Possibly offer as sponsorship opportunity to cover any costs involved.
ASPIRING PROFESSIONALS COMMITTEE	Drilling demo - first week in May, given by Cascade.	
	Steamboat/Eco Ride - steamboat is decommissioned and a new venue is needed.	
GOLF COMMITTEE	Golf event is scheduled for October 8th at Mercer Oaks Golf Course. Contract and deposit needed in August. SWEP is taking the lead.	
Legal and Legislative, Communications, Regulatory Outreach and Contaminants of Emerging Concerns Committees not reporting.		